

**STENSON FIELDS PARISH COUNCIL  
DOCUMENT RETENTION SCHEME**

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<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Minute Books/Registers/Annual Audit Returns	Indefinite	Archive
Scales of Fees and Charges	6 years	Management
Receipt and Payment Account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/savings accounts	6 years	Audit
Bank Paying-in Books	6 years	Audit
Cheque Book Stubs	6 years	Audit
Quotations and Tenders	12 years/indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations
VAT Records	6 years	VAT
Playground inspection reports	21 years	Possible claim
Petty Cash, Postage and Telephone Books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed Audit Year	Audit
Wages Books	12 Years	Superannuation
Insurance Policies	While Valid	Management
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members' Allowances Register	6 years	Tax, Statute of Limitations

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**NOTE: PLANNING APPLICATIONS**

It is recommended that Planning Applications received for comment be disposed of after approval has been given by the Planning Authority – unless a specific reason exists i.e. controversial local issue etc. Refused Planning Applications should be retained at the discretion of the Clerk (and only for two years). All planning application matters which follow should be referred to the Planning Authority concerned.

Minute Reference:.....